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INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: PM USA Records Coordinators
From: Lewis Cummings
Subject: DOCUMENT DISPOSAL SUSPENSION NOTICE

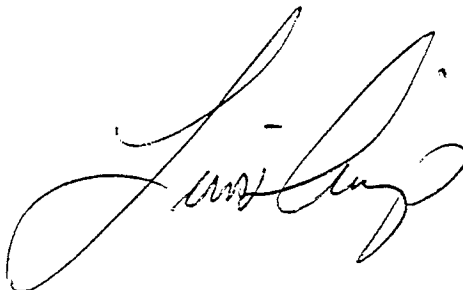
Date: April 25, 1994

The Legal Department has asked me to distribute the attached Document Disposal Suspension Notice to all PM USA Records Coordinators. The disposal of all records relating to the manufacturing, testing and composition of tobacco, tobacco products, paper, filter or any other material contained in, relating to or used in the manufacture, testing and composition of tobacco products is suspended. Please assure these records, as well as those outlined in Appendix A of the Records Management Manual, are not disposed. This suspension applies to all information regardless of the medium on which it resides.

I will notify you upon the release of any of these records from the disposal suspension. If you have questions, please let me know.

Attachment

c: C. C. Purcell
K. W. VandenBroek
FILE: P0581



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